



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date February 22, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 4		Date Received FEB 1 1973 FEB 24 1972	Date Completed 73-58 MAR 2 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Higher Education Assistance Corporation 270 Washington Street, S.W. - Room 703. Atlanta, Georgia 30334		4. Person to Contact Ralph D. Roberts Records Management Officer	
		5. Working Title Fiscal Officer	6. Tel. No. 656-3200

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD; ☒ DISPOSE OF PRESENT ACCUMULATION;
RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates FY 1965 - FY 1969	9. EXACT SERIES TITLE NOTICE OF STUDENT LOAN GUARANTEE FILE
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10. What function performed resulted in creation of this series
The function of the Higher Education Assistance Corporation is to:

- (1) Guarantee student educational loans made by eligible lending institutions located throughout the state of Georgia. This includes the receiving, evaluating and processing of all student applications for loan guarantee. Approved applications are then processed for guarantee by the Corporation.
- (2) Represent or act as agent for all eligible lending institutions in Georgia for the purpose of fulfilling requirements of Federal laws, rules, regulations or formulas pertaining to the use of federal funds on guaranteed student loans. This included billing the Federal Government for interest due on each student loan and the subsequent disbursement to the proper lending institution; filing of all necessary documents, reports and information with the U.S. Office of Education; and maintenance of all accounting and other records for audit purposes and/or future reference.

DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

When the Georgia Higher Education Assistance Corporation guarantees a student loan made by a participating lender, a Notice of Student Loan Guarantee (Form GHEAC-3) is sent to the lender and a copy is sent to the student. A third copy (the Record copy) is retained by the Corporation. This is a signed legal document binding the Corporation to pay off the lender in case the student defaults on payment of the loan.

MEMO FOR THE RECORD; On February 1, 1973 this application was altered at Agency request to make of it a standard for a record which will continue to accumulate.

W.G. Kees
W.G. KEES
Records Mngmnt Div.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				-0-	-0-
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Cardboard Boxes 15" x 12" x 10"	4	4	By Annual Accumulation	This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years
				0	0
				0	0
				0	0
				0	0

BEN W. FORTSON, JR.
SECRETARY OF STATE

DEPARTMENT OF ARCHIVES AND HISTORY
ARCHIVES & RECORDS BUILDING
ATLANTA, GEORGIA 30334

Memo From the Desk of—

WANDA ANDERSON

October 16, 1974

MEMO FOR THE RECORD

The State Scholarship Commission is following the standard 73-58 that is published in the Records Retention Schedule and not the original we have on file. The published version supercedes the attached, which should read 1 year in the current files area and three in the Records Center; then destroy (See page 25-9 of Publication 73-RM-3) as per agency request.

Ralph Roberts

Ralph Roberts/W.A.

10-16-74

Reference: Ron Raven, State Records Center

(copy)

D-72-4 (Amended) See Std. # 73-58

Wanda Anderson